

02.01.2011  
11003

ADOPTED

**TOWN OF RIVERHEAD  
Community Development Agency  
Resolution # 3**

**AUTHORIZES PUBLICATION OF NOTICE AND ISSUANCE FOR DEVELOPER OF  
WORKFORCE HOUSING UNIT**

Councilman Dunleavy offered the following resolution,

which was seconded by Councilman Wooten

**WHEREAS**, the Suffolk County Office of Economic Development and Workforce Housing has made available to the Town of Riverhead a parcel with existing home for rehabilitation as workforce housing one (1) single family workforce home located at 0600-105.00-02.00-069.000 (aka 27 Wilson Avenue, Riverhead, New York, 11901; and

**WHEREAS**, the Town of Riverhead and the Town of Riverhead Community Development Agency (CDA) Board desires to foster the continued development of workforce housing infrastructure to retain critically important members of our community that typically qualify for workforce housing include young professionals, nurses and nurses aids, teachers, entry-level public safety personnel, grocery clerks, secretaries, mechanics, accounting clerks, retail and restaurant employees, and many other jobs integral to a balanced community; and

**WHEREAS**, the CDA Board wishes to seek responses from qualified not-for-profits engaged in the development of workforce housing who are specifically qualified to perform the rehabilitation of said property; and

**NOW, THEREFORE, BE IT RESOLVED**, the Town of Riverhead Community Development Agency is authorized to proceed with publication of notice and solicitation of proposals for this workforce housing unit; and

**BE IT FURTHER RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

**THE VOTE**

Giglio <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gabrielsen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Wooten <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dunleavy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Walter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The Resolution Was ☒ Thereupon Duly Declared Adopted

**PUBLIC NOTICE**  
**RFP ISSUED FOR WORKFORCE HOUSING DEVELOPMENT**

Please take notice that the Town of Riverhead Community Development Agency hereby solicits written proposals from qualified not-for-profits engaged in the development of workforce housing for reconstruction of one (1) single family workforce home located at 0600-105.00-02.00-069.000 (aka 27 Wilson Avenue, Riverhead, New York, 11901).

Full specifications of the solicitation are available online at [www.riverheadli.com](http://www.riverheadli.com) or at Town of Riverhead Community Development Office at 200 Howell Avenue, Riverhead, New York, 11901.

Responses must be received at the CDA office by 3:00 p.m. on Friday, February 25, 2011.

Written questions concerning this request should be directed to Chris Kempner, Director Town of Riverhead CDA, 200 Howell Avenue, Riverhead, NY 11901 or via email at [kempner@riverheadli.com](mailto:kempner@riverheadli.com), or via facsimile at (631) 727-5772.

Dated: February 3, 2011

**BY ORDER OF THE TOWN BOARD**  
**Town of Riverhead, NEW YORK**

**DIANE WILHELM, TOWN CLERK**

# Request for Proposals

## 2011 Riverhead Workforce Housing Initiative

Town of Riverhead, New York

### I. Introduction and Background

The Town of Riverhead Community Development Agency (“CDA”) hereby solicits written proposals from qualified not-for-profits engaged in the development of workforce housing (“**Builder**”) for reconstruction of one (1) single family workforce home located at 0600-105.00-02.00-069.000 (aka 27 Wilson Avenue, Riverhead, New York, 11901).

#### The Need for Workforce Housing

The target population for this project is low-to-moderate income, first-time homebuyers who live or work in the Town of Riverhead. The maximum income that a household may earn and be eligible to apply is 80% of the Suffolk County median income adjusted by family size.

Income % Median	Household Size							
2008	1	2	3	4	5	6	7	8
80%	\$50,950	\$58,250	\$65,500	\$72,800	\$78,600	\$84,450	\$90,250	\$96,100

Critically important members of our community that typically qualify for qualify for workforce housing include young professionals, nurses and nurses aids, teachers, entry-level public safety personnel, grocery clerks, secretaries, mechanics, accounting clerks, retail and restaurant employees, and many other jobs integral to a balanced community. Persons so employed are vital to the community, and absent provision of workforce housing might not otherwise be able to live in the Town of Riverhead.

### II. Scope of Services

The CDA is seeking responses from qualified not-for-profits engaged in the development of workforce housing who are specifically qualified to perform the following services (the “services”):

#### A. Rehabilitation and Construction Services:

The scope of work involves rehabilitation of a single family home that must comply with New York State Building and Energy codes (“**Code**”).

#### B. General Specifications (as applicable/necessary for rehabilitation to Code):

- *Site Work*—Lots will be cleared to the minimal extent possible and graded as necessary for rehabilitation of residence. Sites will be excavated for any necessary repairs to

foundation, blacktop driveway and blacktop walk from driveway, septic system, and back filled to grade, with slope away from buildings. All water, electric, telephone, cable services and sanitary systems will be provided by the builder developer.

- All surveys for permits and closing will be provided by the builder/developer.
- *Foundation, Exterior Shell*—Foundation and Exterior Shell will be rehabilitated to be fully water-proofed with termite shield. Damp proof to grade as per code.
- *Insulation*—Insulation shall meet or exceed New York State Energy Code standards.  
R15—All exterior walls  
R30—main ceiling  
R30—basement
- *Roofing*—Roofing will consist of #235 asphalt shingles laid on #15 felt, light or dark brown or grey in color. Shingles to be 30-year architectural asphalt.
- *Railing / Stairs*—Main stairs to be pine box with sheetrocked ½" wall rail. Basement stairs to be Southern yellow pine treads and risers.
- *Sheathing*—All sheathing will be ½" construction-grade plywood, side walls and roof.
- *Siding*—Siding, Vinyl Double 4, will consist exclusively of certified vinyl siding, which meets or exceed the specifications of the Vinyl Siding Institute's (VSI). The Rigid Vinyl (PVC) Siding shall be manufactured principally of PVC compound prepared from PVC homopolymer resin that conforms to all requirements of ASTM 3679.
- *Doors and Windows*—Main entry doors will be insulated metal-clad manufactured by Benchmark, 3068 Therma Tru or equivalent. Rear door can also be a 6 foot sliding glass with wood steps to grade.

Windows will be to New York State Energy Code.

Interior doors to be smooth-surface hollow core, painted white or natural wood stain with passage privacy knobs.

- *General Carpentry*—Soffits and fascia to match siding at exterior. Interior trim to be 2 1/2 "finger joint colonial casing around doors and windows. 3 ½ finger joint OG base trim.
- *Electric Service*—200+-ampere electric service per New York State Code; one exterior weather-proof outlet; interior wiring, switches and outlets to be provided per New York State Building Code. Circuit breakers to be provided.

All switches to be standard white devices. Include allowance for the following:

- ✓ Interconnected smoke detectors to code

- ✓ Carbon monoxide detectors
  - ✓ At least 1 builders grade ceiling fixtures in every room
  - ✓ recessed lights in kitchen
  - ✓ two telephone jacks
  - ✓ two cable jacks
  - ✓ 1 doorbell
  - ✓ 3 bath vanity lights
  - ✓ electrical hookup of all builder supplied appliances (range, rangehood, dishwasher)
  - ✓ electrical hookups for washer / dryer
- *Plumbing*—Supply and install all PVC wastelines and vents, as well as all hot and cold water supply lines. All water feed lines to be copper, all waste lines to be PVC, connection to septic system to be cast iron. Two exterior frost free hose bib to be provided. Septic system is to meet county specifications. Connection of existing line to public water supply is required.

Hookups for clothes washer and dryer to be provided.

All plumbing shall conform to the New York State Building Code.

- *Fixtures*—Five foot high tub/shower surround will be provided. Fixtures shall consist of sinks, bowls and faucets that will be American Standard or equivalent. Bathroom sinks to be installed in vanities. Kitchen sink to be 22 inch stainless steel single-pan with chrome faucet spray. Bathroom sink to be 19 inch round.
- *Flooring*—Sub floor to be ¾" plywood. Finish floor will be FHA grade carpet and padding with tackless installation for bedrooms and living areas, or alternatively, strip oak throughout.

Kitchen, bathroom and laundry areas will be ceramic tile on mud floors.

- *Interior Walls*—Interior walls will be finished with ½" sheet rock, to receive tape and at least three coats of spackle, sanded smooth. Corners will be reinforced. Water-resistant sheet rock will be provided in bath areas.
- *Sheetrock*—½" Gypsum board on all walls and ceilings. ½" moisture resistant board in bathroom around wet areas. All sheetrock to receive tape and at least three coats of spackle. 5/8" firerock to be installed above burner.
- *Paint Areas*—All walls and ceilings will be primed and receive one finish coat of Benjamin Moore or equal flat antique white. All doors and trim, and kitchen and bath walls and ceiling will receive primer coat plus semi-gloss antique white finish coat.
- *Cabinets*— Kitchen and bath cabinets by Merrilat and Formica countertops. Bathroom vanities will be white with mirrored medicine cabinet above.

- *Appliances*—Refrigerator, dishwasher and electric range with oven and range hood with two speed fan and light, General Electric or equivalent, to be provided.
- *Heating System*—Heating system will be oil fired hot water with baseboard radiation, steel boiler with internal tankless coil, and 275-gallon oil tank to be installed in the basement. The boiler is to have hot water coil. The chimney must be masonry with brick veneer. (Builder may offer cast iron boiler as an option to buyer for an additional cost agreed to by the Town of Riverhead).
- *Gutters and Leaders*—Gutters and leaders will be seamless aluminum, baked enamel finish.
- *Smoke Detectors*—Smoke detectors, as well as carbon monoxide detectors, will be provided in conformance with New York State Code.
- *Closets*—White epoxy wire shelving

#### C. Project Construction Budget:

Builder must demonstrate the capability to finance construction of the project, including site preparation, surveying, permits and construction. Payment in full will be made at closing by purchaser selected by the Town of Riverhead or its agent. Closing will take place within 45 days from issuance of a Certificate of Occupancy. Builder should evidence financing capability to rehabilitate the home.

In determining the appropriate price for the target market, the builder must include a minimum \$5,000 land payment to the Town of Riverhead, however, builder may offer additional incentive above and beyond this \$5,000 that may be taken into consideration during Builder selection process.

#### D. Site Information

	SCTM #	ADDRESS	PARCEL SIZE	OTHER
	0600-105-2-69	27 Wilson Avenue	acres	See photo attached

### III. Criteria for Selection

- a) Experience of builder / developer in residential construction.
- b) Quality of proposed scope of work.
- c) Financial capability of builder/developer to carry proposed units to closing.

- d) Affordability of homes to households with incomes within 60% to 80% of the median income for Suffolk County. Builder developer's proposal may include subsidies that have been or are anticipated to be provided, however it is the builder / developer's responsibility to secure said subsidies. Commitment letters supporting any assumptions must be provided.

#### **IV. Process for Submitting Proposal**

The Proposal should include the following:

- a) Letter of Interest, including overview of firm and officers
- b) Construction qualifications with reference to similar projects.
- c) Preliminary proposed scope of work indicating quantity, type, location and price of home.
- d) Development Schedule: Provide a timeline for completion of the project.
- e) Provide a list of clients to whom your firm has provided similar services including the names, titles and phone numbers of individuals whom the CDA may contact as references
- f) Community, resident and minority participation, if applicable.
- g) Financial qualifications of developer (Financial Plan) including construction costs of homes and ability to finance construction of same simultaneously.
- h) Provide a statement from your firm's general counsel (or outside counsel reasonably acceptable to the CDA) that there is no material pending or threatening litigation, or contractual or other business relationship, involving your firm or its principals, shareholders, partners, officers, directors or employees that would prevent or limit your firm from providing any and all of the services, or would constitute a conflict of interest or cause the appearance of impropriety.

#### **V. Submission Requirements**

Responses must be received at the CDA office by 3:00 p.m. on Friday, February 25, 2011. It is the sole responsibility of the respondent to ensure that its response is received by the CDA on or before the submission deadline.

Send the original and seven (7) copies of your response marked **"Request for Proposals—2011 Town of Riverhead Workforce Housing Initiative"** to:

Ms. Chris Kempner, Director  
Town of Riverhead Community Development Agency  
200 Howell Avenue  
Riverhead, NY 11901

Written questions concerning this request should be directed to the above address, or via email at [kempner@riverheadli.com](mailto:kempner@riverheadli.com), or via facsimile at (631) 727-5772.

Please note that the response should be in an 8½" by 11" letter format and bound into one document.

A committee appointed by the Town Supervisor will review responses to this Request for Proposals to prequalify firms that demonstrate the experience and ability to perform the required services. Each response will be evaluated on the basis of its completeness and conformity with the submission requirements in Sections IV and V. Responses that are deemed by the Town, in its sole discretion, to be complete and in conformance will then be evaluated on the basis of each firm's experience and demonstrated ability to perform the services required in the timeframe required.

After receiving the responses, the Town reserves the right to request additional information from any of the responding firms. Each response will be evaluated and, if necessary, inquiries may be made to third parties regarding the response, the respondent, or other parties associated with the firm or named in the response. Submission of a response shall constitute permission by the respondent for the Town to make such inquiries and requests for further information as it deems necessary. Responses that are incomplete or unresponsive to this Request for Proposals may be eliminated immediately from consideration by the Town at its sole discretion. Oral presentations may be required.

## **VI. General Conditions, Terms and Disclaimers**

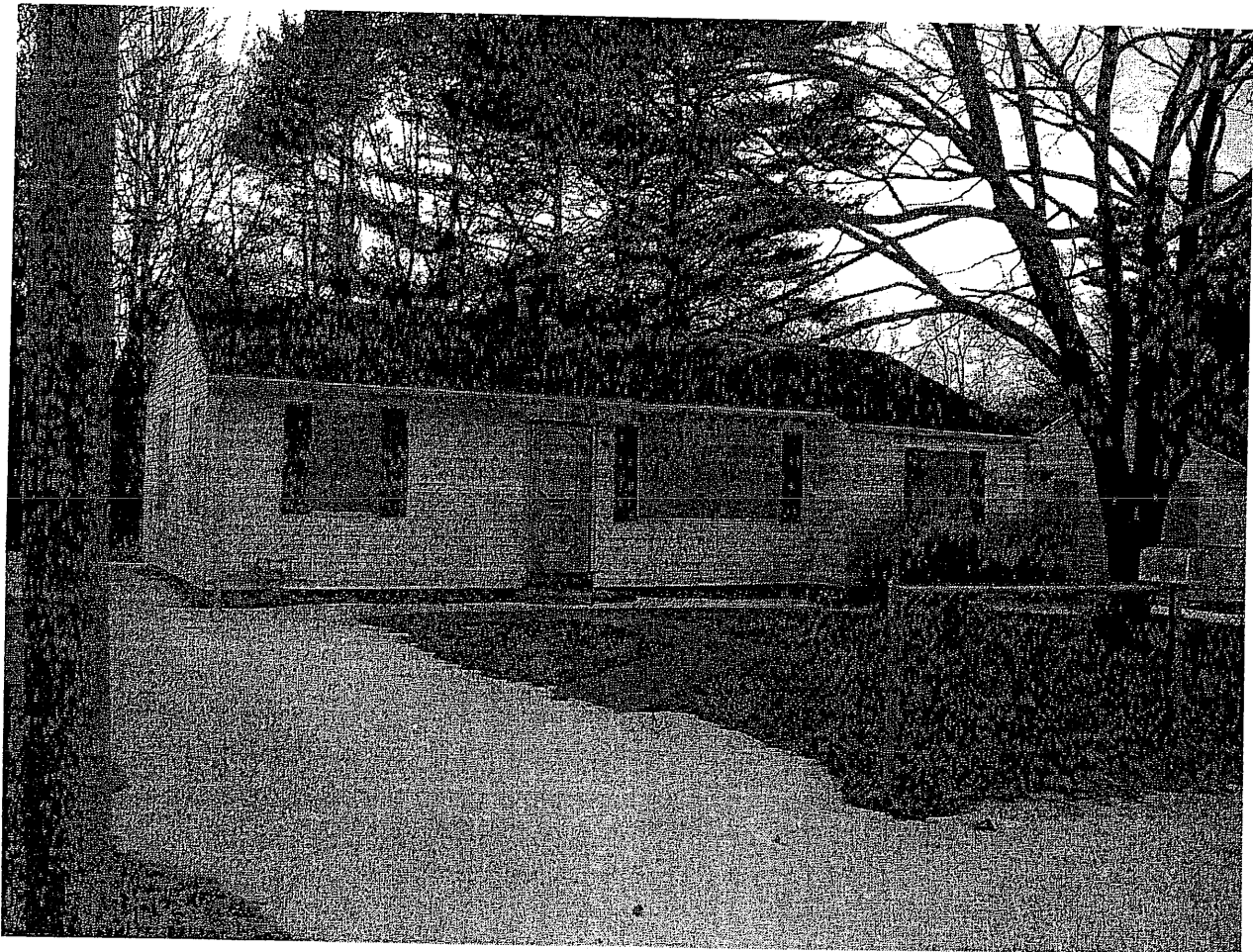
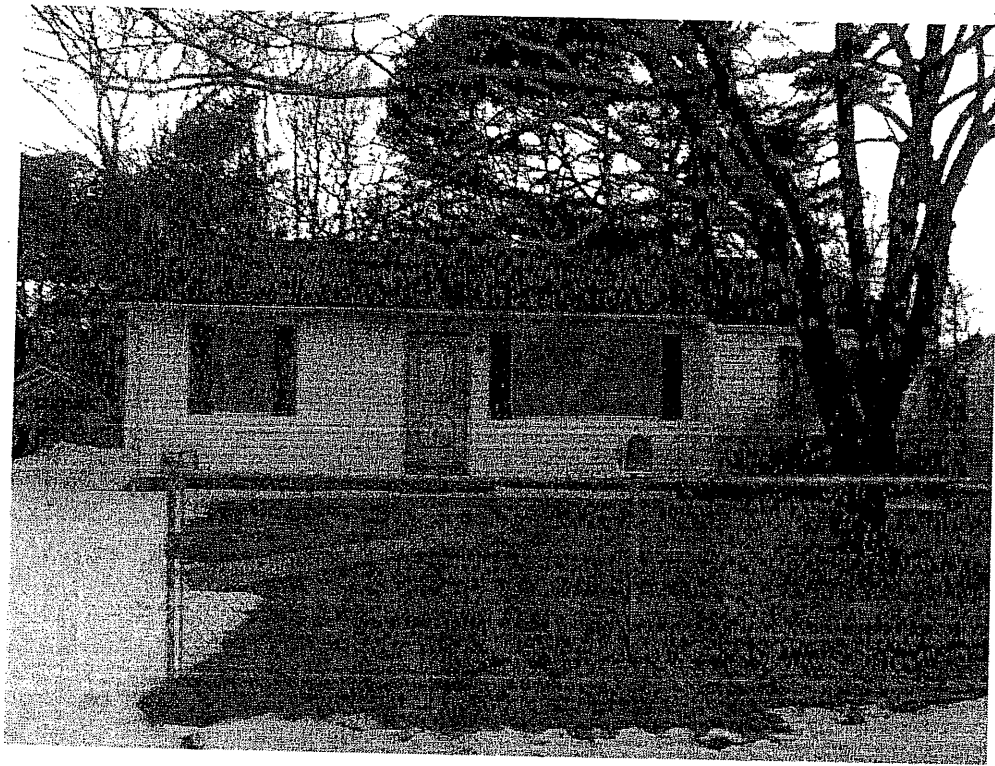
- A. The Town and its respective officers, agents, directors, trustees and employees assume no responsibilities for errors and omission contained herein.
- B. The Town shall be the sole judge of whether a response complies with the requirements of this Request for Proposals and the merits of such response. Notwithstanding anything to the contrary contained herein, the Town reserves the right to waive any conditions or modify any provisions of this Request for Proposals with respect to one or more respondents, to negotiate with one or more of the respondents, to establish additional terms and conditions, to encourage respondents to work together, or to reject any or all responses, if in its sole judgment it is in the best interest of the Town to do so.
- C. This Request for Proposals may be reissued, amended, or withdrawn if it is deemed in the best interest of the Town to do so, or if, in the sole judgment of the Town, all responses are unacceptable. Issuance of this Request for Proposals does not obligate the Town to undertake any action.
- D. Nothing contained in this Request for Proposals nor in the selection of a firm to act as a consultant to the Town pursuant to this Request for Proposals shall limit the Town in its selection of firm(s) to be issued Request for Proposals for any projects or programs in the future.
- E. Respondents shall conform to and be subject to all applicable laws, regulations, ordinances, policies, procedures and executive orders of all Federal, State and Local authorities having jurisdiction, as the same may be amended from time to time.



- F. Respondents to this Request for Proposals will be rejected by the Town if such respondent, or a principal, partner, officer, director or principal shareholder of the respondent's firm, is determined, in the sole discretion of the Town, to have been convicted of, plead guilty or nolo contendere to a felony, or crime of moral turpitude, to be an "organized crime figure," to be under indictment or criminal investigation, or to be in arrears or in default on any debt, contract, or obligation to or with a New York State or local government entity. Selected respondents will be required to complete a background questionnaire to verify that such respondents are in full compliance with these Section F requirements.
- G. Neither the CDA nor the Town shall be obligated to pay or in any way compensate any respondent and/or respondent's firm for the cost incurred in the preparation of any response to this Request for Proposals.
- H. The CDA, as grant administrator, and the Town encourage responses from minority and women owned firms so as to promote and assist participation by such enterprises.
- I. Materials submitted to the Town are subject to the Freedom of Information Law ("FOIL"). If a respondent provides materials of a confidential nature not intended for disclosure to third parties, the respondent should clearly indicate the specific material it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Town may agree to maintain the confidentiality of such materials, if requested. The CDA and the Town assume no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.

## **VII. Resource List**

Tax Maps for Project Area and photographs are included as an attachment to this RFP.



**TOWN OF RIVERHEAD  
Community Development Agency  
Resolution # 4**

**AUTHORIZES THE EXECUTION OF AN AGREEMENT WITH  
VHB ENGINEERING, SURVEYING AND LANDSCAPE ARCHITECTURE, P.C.**

Councilwoman Giglio offered the following resolution,

which was seconded by Councilman Dunleavy

**WHEREAS**, the Town of Riverhead Community Development Agency (CDA) seeks to update the Comprehensive Reuse Plan for the 2,900 acre Calverton site formerly known as the Naval Weapons Industrial Reserve Plant at Calverton; and

**WHEREAS**, VHB Engineering, Surveying and Landscape Architecture, P.C. (VHB) has agreed to assist the Town in preparing an updated Comprehensive Reuse Plan for the Calverton site; and

**WHEREAS**, the services to be provided by VHB include, but are not limited to, development of a revised land use plan and associated zoning, updated market assessment, preparation of subdivision plan, and assistance in the administration of the SEQRA process; and

**WHEREAS**, related to and made part of the services to be provided by VHB, VHB shall prepare the requests for proposals related to the update of the 1996 Reuse Plan (also described as market study) and proposals related to any required changes, modifications, expansions, development of the water supply infrastructure, and, in turn, the Town shall retain the professional and/or expert services related to the Reuse Plan and water supply infrastructure such that VHB can complete to totality the tasks and services integral to an updated Comprehensive Reuse Plan; and

**WHEREAS**, in addition to the Town's commitment to retaining the professional services to update the 1996 Reuse Plan and modification and/or development of water supply infrastructure, the Town shall retain the services of a New York State licensed surveyor to map and/or update maps, identify certain site conditions, and finally, prepare a complete boundary and topographic survey necessary for VHB to complete tasks related to sketch, preliminary and final plats; and

**NOW THEREFORE BE IT RESOLVED**, that the CDA Chairman is hereby authorized to execute an agreement with VHB in substantially the same form annexed hereto; and be it further

**RESOLVED**, that the Town Clerk is hereby directed to forward a copy of this resolution to Theresa Elkowitz, M.S., Principal, 2150 Joshua's Path, Suite 300, Hauppauge, New York 11788; and be it further

**RESOLVED**, that all Town Hall Departments may review and obtain a copy of this resolution from the electronic storage device and, if needed, a certified copy of same may be obtained from the Office of the Town Clerk.

THE VOTE

Giglio <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Gabrielsen <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Wooten <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Dunleavy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Walter <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

The Resolution Was ☒ Thereupon Duly Declared Adopted